

THE WHITE HOUSE TRAVEL OFFICE

WASHINGTON, DC

January 31, 2008

TRIP OF THE PRESIDENT TO

Cotonou, Benin; Dar es Salaam, Tanzania; Arusha,
Tanzania; Kigali, Rwanda; Accra, Ghana; and
Monrovia, Liberia

FEBRUARY 15 – 21, 2008

Completed sign-ups must be submitted
To the Lower Press Office or the Travel Office
by
Monday, February 4, 2008 at 8:00 AM EST

Please direct questions concerning sign-up procedures to:

Emily O'Neill
(202) 456-5233
(202) 456-6670 (fax)
EONeill@who.eop.gov

*****INFORMATION IS FOR PLANNING PURPOSES ONLY—
NOT FOR PUBLICATION OR BROADCAST*****

DELIVERY OF COMPLETED SIGN-UPS

- Please submit complete sign-up by Monday, February 4, 2008 at 8:00 AM. All information must be submitted at one time.

You have two options for submitting the completed sign-up form:

1. Deliver it to the Lower Press Office
2. Fax it to the Travel Office attn: Emily O'Neill at 202-456-6670

CANCELLATIONS AND CHANGES

This document is in accordance with the White House Press Corps Policies and Procedures Manual. By signing-up, you agree to its terms and conditions. **Contracts have been signed on your behalf for hotel accommodations, workspaces, charter aircraft and connectivity. A written request for cancellations or changes is mandatory anytime after a sign-up form is submitted.** Cancellation requests are not a guarantee that services will not be billed according to the original sign-up.

HOTEL INFORMATION

The White House Travel Office is managing the hotel reservation process in conjunction with the U.S. Embassies in the respective countries. To sign-up for hotel accommodations, you must be traveling on the White House Press Charter for at least one leg of the trip. You will need a valid credit card during the trip, which will be used for hotel room payment. By completing the sign-up form, you will be responsible for the hotel room nights marked.

TRAVELER PROFILE (Page 4)

The Traveler Profile on page 4 is for persons who have never traveled or who have not traveled since October 2007. You must set-up a billing profile with Travel Command prior to travel. A corporate credit card with a minimum of \$20,000 available credit per traveler will be accepted; a debit card, personal credit card and checks are NOT accepted as forms of payment. This is the organization's form of payment when the trip is billed and may or may not be the same card information as the one required for the hotel sign-up. **If your organization has not set-up a profile with Travel Command, you cannot travel with the White House Press Corps.** For first time travelers or those who have been delinquent in the past, \$20,000 will be held on your card prior to travel on this trip.

FINANCIAL COMMITMENT (Pages 5-6)

This sign-up is your financial commitment for travel. Please review the attached Letter of Financial Commitment, sign the second page and return with your sign-up. This is required prior to travel. In addition, completing this sign-up, regardless of whether the signer is the actual individual traveling,

constitutes a commitment on behalf of the represented media outlet to comply with the White House Travel Office/White House Press Corps Policies and Procedures Manual. Please contact the Travel Office for a copy of the manual.

PASSPORTS

A valid passport is required for travel on the White House press charter or Air Force One. If the Travel Office is obtaining visas for you, we will hold your passport until departure. If you are obtaining your own visas, please provide the Travel Office with a copy of them. You **MUST** bring the passport to Andrews Air Force base and turn it over to Customs and Border Protection prior to departure. If any required visas are not present or your passport is not valid, you will not be permitted to board the aircraft for travel.

**** To submit this sign-up form, you must have already submitted credentialing information to the White House Travel Office in accordance to the January 31, 2008 deadline.****

**UPDATED:
2008
WHITE HOUSE PRESS CORPS
TRAVELER PROFILE**

The information you provide below will be used to bill your organization for the cost of the trip and may be different than the hotel credit card information you provide.

AGENCY NAME:

TRAVELER NAME:

AGENCY ADDRESS:

BILLING CONTACT NAME:

BILLING CONTACT PHONE:

BILLING CONTACT ADDRESS:

BILLING CONTACT E-MAIL ADDRESS:

CORPORATE CREDIT CARD FORM OF

PAYMENT: MasterCard Visa American Express

BANK ASSOCIATED WITH CORPORATE CREDIT CARD:

CORPORATE CREDIT CARD ACCOUNT NUMBER:

EXPIRATION DATE (MANDATORY):

THE WHITE HOUSE

January 31, 2008

To Whom It May Concern:

The purpose of this letter is to inform you of specific policies and procedures pertaining to traveling with the President of the United States as a credentialed member of the press. Regardless of whether your organization is a member of The White House Correspondents Association (WHCA), signing up to travel with the President of the United States of America implies a contractual agreement to abide by the policies and procedures detailed in the "White House Travel Office & White House Press Corps Travel Policies and Procedures."

Due to a number of media organizations disputing legitimate charges, every organization is required to sign this letter as an acknowledgment and agreement of the policies and procedures set forth in "White House Travel Office & White House Press Corps Travel Policies and Procedures." A copy of the signed letter should be returned to The White House Travel Office along with the Trip Sign-Up for the forthcoming Africa 2008 trip.

As a brief overview, White House press travel is funded solely through direct reimbursement from the news organizations traveling as part of the White House Press Corps. Timely billing and reimbursement are critical in ensuring future support for the White House Press Corps.

At the conclusion of an international trip, trip manifests confirmation will be sent to the press distribution list within seven days. News organizations have five business days to respond in writing with any additions, deletions, or corrections. At the conclusion of a domestic trip, trip manifests confirmation will be sent to the press distribution list within 72 hours. News organizations have five business days to respond in writing with any additions, deletions, or corrections. **If you do not receive the manifest, it is your responsibility to contact the WHTO. No response is considered an agreement.**

The five business days constitute the time in which press organizations are allowed to dispute the manifests. After the five business days, refusal to pay or reversal of credit card charges will not be permitted. Failure to pay constitutes ground for denial of access to further WHTO charters or other services arranged under the terms of this policy.

WHCA has an agreement with Travel Command to handle all billing for press expenses incurred while traveling with the President. For your reference, Travel Command's contact information is on the next page.

If you have any questions, concerns, or would like a copy of the "White House Travel Office & White House Press Corps Travel Policies and Procedures" please contact The White House Travel Office at (202) 456-5233.

With all good wishes,
Gregg T. Pitts
Director
The White House Travel Office

Travel Command
ATTN: Klara Pustkowski
411 SW Second Avenue
Suite 200
Portland, OR 97204-3403

I acknowledge that the organization, of which I am an official representative, has read and agrees to adhere to all policies and procedures detailed in the “White House Travel Office & White House Press Corps Travel Policies and Procedures,” and agrees to pay what Travel Command bills, as a condition of our travel with the President of the United States of America.

Name of Organization

Name of Signer (Print)

Signature

Date

**TRIP OF THE PRESIDENT
TO**

**Cotonou, Benin; Dar es Salaam, Tanzania;
Arusha, Tanzania; Kigali, Rwanda; Accra, Ghana;
and Monrovia, Liberia
February 15- 21, 2008**

TRIP OVERVIEW

The President will travel to Cotonou, Benin; Dar es Salaam, Tanzania; Arusha, Tanzania; Kigali, Rwanda; Accra, Ghana; and Monrovia, Liberia

The Press Schedule will be released by the White House Press Office (202) 456-2580.

PRESS CHARTER

The White House press charter is tentatively scheduled to depart from Andrews Air Force Base on February 15th. The press corps will travel to Dar es Salaam, Tanzania; Kigali, Rwanda; Accra, Ghana; and Monrovia, Liberia.

**NECESSARY DOCUMENTS TO BE COMPLETED FOR THIS
SIGN-UP:**

White House Press Sign-Up Form (Pages 8-10)

The White House Travel Office will make logistical arrangements only for persons traveling on the press charter or Air Force One. People traveling independently are responsible for their own arrangements.

FINAL CHECKLIST (Page 11)

Please complete the Final Checklist to ensure all necessary documents have been provided.

White House Press Sign-Up Form

TRIP OF THE PRESIDENT TO

Cotonou, Benin; Dar es Salaam, Tanzania;
Arusha, Tanzania; Kigali, Rwanda; Accra, Ghana;
and Monrovia, Liberia
February 15- 21, 2008

Please complete all applicable items:

Name: _____

Social Security #: _____ Name on Card: _____

Organization: _____ Credit Card Type: _____

Home Phone: _____ Hotel CC Number: _____

Business Phone: _____ Expiration Date: _____

Fax: _____ Cell: _____

Email: _____ Signature: _____

Billing Address (if new traveler) _____

Note: The credit card will be used as a guarantee for all hotels. Please make sure your credit card number is current and has an available credit limit of \$3,000. The White House Travel Office cannot reserve a room for you without a credit card.

1. Air Transportation (check box below for air travel)

Andrews AFB to Dar es Salaam, Tanzania	February 15	
Dar es Salaam, Tanzania to Kigali, Rwanda	February 19	
Kigali, Rwanda to Accra, Ghana	February 19	
Accra, Ghana to Monrovia, Liberia	February 21	
Monrovia, Liberia to Andrews AFB	February 21	

2. Accommodations

The White House Travel Office will coordinate your hotel room if you are traveling aboard the White House Press Charter for at least one leg; those traveling independently should make their own hotel arrangements.

If you check a box below, the White House Travel Office will coordinate hotel arrangements for you, and you will be responsible for payment upon check-in. Check the box on the left for nights the press charter is in the respective city, or check the box in the right column for early arrivals or later departures.

Location	Charter Arrival – Departure		-OR-	Early Arrivals / Late Departures
Dar es Salaam, Tanzania	Arr. Feb 15 – Dep. Feb 18 (3 nights)			Arr. Jan ____ - Dep. Jan ____
Accra, Ghana	Arr. Feb 19– Dep. Feb 20 (2 nights)			Arr. Jan ____ - Dep. Jan ____

3. Credentials

To gain access to the White House Press Filing Center, you must sign-up for a White House press credential. **By requesting a press credential, you will be billed accordingly for the ground costs associated with that particular stop on the trip.**

AT&T is working to provide wi-fi access in each filing center. Wi-fi is a shared cost among all members of the press corps who requests a credential and gain access the press filing center

Please mark with an “X” if you request a credential

Location	Credential
Dar es Salaam, Tanzania	
Kigali, Rwanda	
Accra, Ghana	
Monrovia, Liberia	

4. Workspace/Phone Line

Please indicate the number of phones and workspaces required:

Location	Workspace	Telephone	Telephone Share**
Dar es Salaam, Tanzania			
Kigali, Rwanda			
Accra, Ghana			
Monrovia, Liberia			

**Please indicate the sharing news organization

FINAL CHECK-LIST

TRIP OF THE PRESIDENT TO

**Cotonou, Benin; Dar es Salaam, Tanzania;
Arusha, Tanzania; Kigali, Rwanda; Accra, Ghana;
and Monrovia, Liberia
February 15- 21, 2008**

Name: _____

Organization: _____

**All traveling press must submit the following to
the Travel Office by
Monday, February 4, 2008**

- () **TRAVELER PROFILE (if applicable) (Page 4)**
For persons who have never traveled or who have not traveled since October 2007.
- () **SIGNED FINANCIAL COMMITMENT LETTER (Pages 5-6)**
- () **WHITE HOUSE PRESS SIGN-UP FORM (Pages 8-10)**

Signature of sign-up applicant

Date completed